

**Wolfeboro Board of Selectmen
2013 Budget Hearing
Meeting Minutes Approved
October 15, 2012**

Members present: Chairman Linda Murray, Vice-Chairman Sarah Silk, Dave Senecal, Chuck Storm and Dave Bowers.

Members absent: None.

Staff present: Town Manager David W. Owen, Finance Director Pete Chamberlin, Town Clerk Pat Waterman, Planning and Development Director Rob Houseman and Recording Secretary Amelia Capone-Muccio.

Chairman Murray opened the meeting at 6:30 PM.

Non-Public Session RSA 91-A: 3II

Mr. Owen stated a non-public session is not needed.

2013 Budget Hearings

➤ ***Town Clerk***

Chairman Murray questioned line 1-41401.117 Part-time wages.

Mrs. Waterman replied that covers vacation coverage.

Ms. Silk questioned line 1-41401.300 Elections the extra cleaning.

Mrs. Waterman replied that depending on the weather the Church will bill her for any extra carpet cleaning etc. She noted that they will need to have the booths out of the Church on Election Day by 8:00 the next morning.

Mr. Owen will make arrangements for such to be done.

Chairman Murray suggested the Town Clerk provide backup for the purchase of the chairs in line 1-41401.740 Machinery & Equipment. She questioned the increase in line 1-41401.810 Travel and Meetings and 1-41401.820 Professional Development.

Mr. Owen stated he increased both lines based on usage and noted there is a new employee as well.

➤ ***Conservation Commission***

Chairman Murray questioned line 1-46110.112 Clerical Salaries and the usage to date.

Mr. Coons replied that the line has always been under budgeted, but they are working on trying to get it in line with the five-year average.

Ms. Silk noted that back up of the hours from the last five years was supposed to be provided.

Mr. Owen noted that he and Mr. Coons discussed and agreed not to fund line 1-46110.910 Transfer to Special Revenue Fund, based on the current balance of that fund.

Mr. Senecal stated he agrees not to fund it this year, but noted it may need to be funded again in the future.

➤ **Planning**

Mr. Houseman joined the Board to discuss the next several Budgets.

Chairman Murray questioned line 1-41911.311 Consultants and the spending to date vs. the past usage.

Mr. Houseman replied that he just received a bill for the online GIS system at about \$900.

Chairman Murray questioned line 1-41911.432 Communication Maintenance and the note is wrong listing the cost of the cell phone reimbursement, it should say \$30 and should also be deleted in the note section of line 1-41911.341 telephone.

➤ **Planning Board**

Ms. Silk questioned the amount of hours in line 1-41305.112 Clerical Salaries.

Mr. Houseman replied they are billable hours for assembling the packets, attending the meetings and transcribing the minutes.

Chairman Murray questioned the status of this employee as a permanent part-time employee vs. a part-time employee and that she averages 32 hours per week.

Mr. Houseman replied that the permanent part-time employee receives one benefit of leave time.

Chairman Murray questioned if the leave time is taken from the Planning Budget.

Mr. Houseman replied he believes it is.

Ms. Silk questioned line 1-41305.320 Legal and if he expects anything this year.

Mr. Houseman replied it is a hard line to budget for; he bases the estimate on a five year average.

Mr. Chamberlin stated the five year average for this line is \$13,879.

Chairman Murray questioned the five year average for advertising line 1-41305.562.

Mr. Chamberlin replied \$2,298.

➤ **Zoning**

Ms. Silk questioned how often this Board meets.

Mr. Houseman replied as needed.

Chairman Murray questioned line 1-41304.341 telephone, the cell phone allotment.

Mr. Houseman replied that is for the Secretary's cell phone.

Chairman Murray questioned if that is new.

Mr. Houseman replied it is.

Chairman Murray questioned line 1-41304.562 Advertising.

Mr. Houseman replied that such line is an in and out cost, but he believes this cost is more because he is also required to publish the decision in the newspaper as well as the notice.

➤ **Code Officer**

Chairman Murray questioned the five year average of 1-42400.320 legal.

Mr. Chamberlin replied \$9,120.

Ms. Silk questioned line 1-42400.635 Gasoline and if such is accurate, noting that she does use her own vehicle at times.

Mr. Houseman replied she does use her own vehicle at times, but would like to verify the billing for such line.

The Board decided to revisit the gasoline line.

Ms. Silk questioned the number of monthly meetings vs. the amount for line 1-42400.820 Professional Development.

Mr. Houseman replied he would need to verify such with the Code Officer.

➤ **Building**

Ms. Silk questioned line 1-41941.400 Rentals, the decrease.

Mr. Chamberlin replied he would verify the lease agreements.

Ms. Silk questioned the \$20,000 credit in line 1-41941.412 Water.

Mr. Houseman replied that is the 5,000 gallons free totaled for the four quarters. He noted that he based the estimate on a five year average of gallons used.

Chairman Silk questioned the expense to date in line 1-41941.435 Building Maintenance.

Mr. Houseman replied the balance of the line will be used for the Assessing Office expansion as well as some balance funds from another source.

Ms. Silk questioned line 1.41941.750 Machinery & Equipment.

Mr. Houseman replied he will be expending the funds for Fire Extinguisher inspections and to address some emergency lighting that failed in a power outage.

Being no further business before the Board, Chairman Murray entertained a motion to adjourn.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to adjourn at 7:25 PM. Member Dave Bowers seconded. Being none opposed, the motion passed.

Respectfully submitted,

Amelia Capone-Muccio

Recording Secretary